

**Tendring District Parish and Town  
Council: Community Resilience Event  
9 September 2014**

**Damian Williams  
Catherine Boyer-Besant**



# What's been happening since June

- June
  - YELLOW Severe Weather Warning for RAIN
  - Potential Surface Water Flooding Jaywick
- July
  - YELLOW Severe Weather Warning for RAIN
    - 18,19,20 July and 28<sup>th</sup> July – full cascade
  - Heatwave Level 2
  - Exercise FREEFALL 10 July
  - Caravan, Camping & Chalet Forum 9 July

# What's been happening since June

- August
  - Clacton Airshow 21 & 22 August
  - Exercise EASTERN SKIES 28 August
  - Hand Grenades, Harwich and Brightlingsea
- September
  - 11<sup>th</sup> is the highest predicted tide of the year.
  - Exercise HYRDA – multi-agency flood exercise
  - TDC EP presenting at TDALC 24 September.

# Looking Ahead

2014 National  
Campaign Launch:  
**21<sup>st</sup> October 2014**



HM Government



**Get ready \*  
for winter \***

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[www.metoffice.gov.uk/getreadyforwinter](http://www.metoffice.gov.uk/getreadyforwinter)



# Looking Ahead

Tendring District Council Event

**29<sup>th</sup> October 10am – 4pm**

**Park Pavilion, Harwich**



HM Government



**Get ready** \*

**for winter**



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[www.metoffice.gov.uk/getreadyforwinter](http://www.metoffice.gov.uk/getreadyforwinter)

# Looking Ahead

- Promotion of basic hygiene practices

**CATCH IT**



**BIN IT**



**KILL IT**



# Looking Ahead

- Met Office Severe Weather Warnings

[www.metoffice.gov.uk](http://www.metoffice.gov.uk)



Be aware

Low



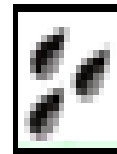
Be prepared

Medium

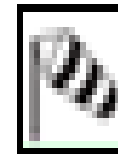


Take action

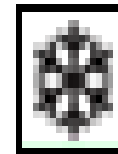
High



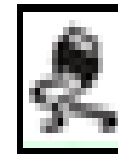
Rain



Wind



Snow



Ice



Fog

# Looking Ahead

- Environment Agency Flood Warnings

[www.gov.uk/government/organisations/  
environment-agency](http://www.gov.uk/government/organisations/environment-agency)



## FLOOD ALERT

FLOODING IS POSSIBLE. BE PREPARED.



## FLOOD WARNING

FLOODING IS EXPECTED. IMMEDIATE ACTION REQUIRED.



## SEVERE FLOOD WARNING

SEVERE FLOODING. DANGER TO LIFE.

**Floodline Warning Direct : 0845 988 1188**



# What happens on receipt of Flood Alerts and Warnings?

1. The Environment Agency, where possible, aim to issue these within office hours (to assist responding organisation preparations)
2. TDC Emergency Planning Team receive all Flood Alerts and Warnings personally
3. The trigger is very basic for TDC;
  1. If the alert or warning is **2.8mAODN**, TDC closes it's own flood gates, puts board in place and liaises with the EA Duty Flood Officer.
  2. If the alert or warning is **3.1mAODN**, TDC closes all gates, puts boards in place, activates Emergency Plan, Opens District Emergency Response Centre and consider appropriate external liaison ie P&T Councils / Caravan Parks etc

# A Small Reminder

- Have you all registered for the **Salt Bag Partnership Scheme** for Winter 2014/15?
  - Closing date was 21st July 2014
  - On line application
- Is it included in your emergency plan?

# **Emergency Assistance Centres**

**Damian Williams  
Catherine Boyer-Besant**



# Emergency Assistance Centres

- TDC has a scalable plan:
- Principle Rest Centres
  - Clacton County High, Clacton
  - Clacton Coastal Academy, Clacton
  - Colne Community College, Brightlingsea
  - The Harwich School, Harwich
  - Manningtree School, Manningtree
  - Tendring Technical College, Thorpe
  - Tendring Technical College, Frinton
- Reception Centres
  - Park Pavilion, Harwich
  - Frobisher Primary School, Jaywick

# Emergency Assistance Centres

- Information [provided by Parish and Town Councils (for example):
  - Alresford St Andrews Church
  - Alresford Village hall
  - Colchester War Memorial Hall
  - Dumont Hall, Point Clear
  - Frating Memorial Hall
  - Great Bromley Village Hall
  - Mistley Parish Church Hall
  - Mistely Village Hall
  - Tendring Village Hall
  - Thorrington Village Hall

# Emergency Assistance Centres

## Emergency Assistance Centre Facilities Checklist

If there is a suitable venue in your area, please complete the EAC form and return it to TDC EP.

Thank you for offering your facility for inclusion in the Tendring District Council Emergency Assistance Centre Plan. Please complete the details below and return to [eplanning@tendringdc.gov.uk](mailto:eplanning@tendringdc.gov.uk) or post to : Emergency Planning Team, Tendring District Council, Barnes House, 92 Pier Avenue, Clacton on Sea, Essex CO15 1NJ

Name of Premises			
Address			
Postcode:			
Type of venue ( Community Centre, Village Hall, Church Hall, Secondary School etc Please specify):			
<b>Activation Contacts:</b>			
Name	Role	Key Holder Y / N	Contact numbers (land line <b>and</b> mobile)
1			
2			
3			
4			
How many people can the facility hold? (If a school, please give a figure for both in and outside term time)			
<b>Vehicle Access</b>			
Vehicle Access	Y / N		
Coach Access	Y / N	Coach Turning	Y / N
Car Park	Y / N		Coach Parking
			Y / N
			Disabled parking
			Y / N

# Emergency Assistance Centres

- Survivor Reception Centre
- Rest Centre
- Evacuation Assembly Point
- Family and Friends Centre
- Humanitarian Assistance Centre

# Emergency Assistance Centres

	<b>REST CENTRE</b>	<b>SURVIVOR RECEPTION CENTRE</b>	<b>FAMILY AND FRIENDS RECEPTION CENTRE</b>	<b>HUMANITARIAN ASSISTANCE CENTRE</b>
<b>Who decides to open ?</b>	Police	Gold (or Police)	Gold (or Police)	Gold
<b>Who has lead responsibility ?</b>	Local Authority	Police	Police	Local Authority
<b>Who leads on staffing ?</b>	Local Authority	Local Authority	Local Authority	Local Authority
<b>What type of venue is used ?</b>	School or leisure centre	Anywhere safe (ideally leisure centre)	Hotel	Large hall
<b>What forms are filled in ?</b>	Self registration or Local Authority registration	Survivor/Evacuee (&MISPER if applicable)	MISPER	Depends (possibly all three)
<b>When is it opened ?</b>	ASAP	Immediate	24 hours	48 hours (or when other centres are closed)
<b>What is the nature of people</b>	Inconvenienced	Shocked, traumatised, distressed	Shocked, worried, distressed	All three
<b>Who is it for ?</b>	Evacuees	Survivors	Family/friends	All three
<b>How long is it opened for ?</b>	Few hours to few days	24 hours	24 hours to 7 days	Several weeks/months



# Emergency Assistance Centres

- **Survivor Reception Centre**

Led by the Police  
Supported by TDC

Gather data on survivors

Identify Missing Persons

Gather evidence



# Emergency Assistance Centres

- **Rest Centre**

Led by TDC  
supported by P&T  
Councils and  
Voluntary Sector

Provide emergency  
accommodation for  
evacuated persons

Catering and Sleeping  
facilities

Liaise with Essex  
Police



**Documentation!**

# Emergency Assistance Centres

- **Evacuation  
Assembly Points**

Led by Police  
supported by TDC,  
P&T Councils

Single locations to  
manage transportation  
of evacuees



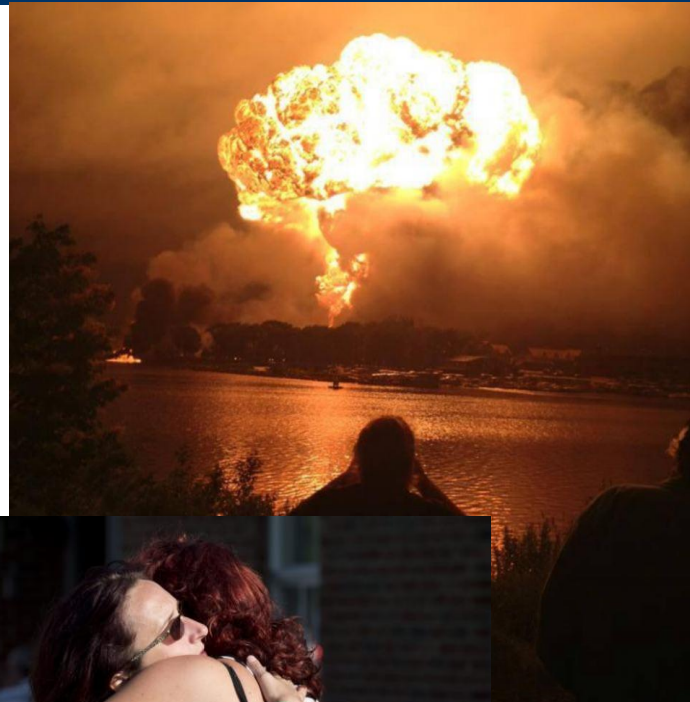
# Emergency Assistance Centres

- **Family & Friends Centre**

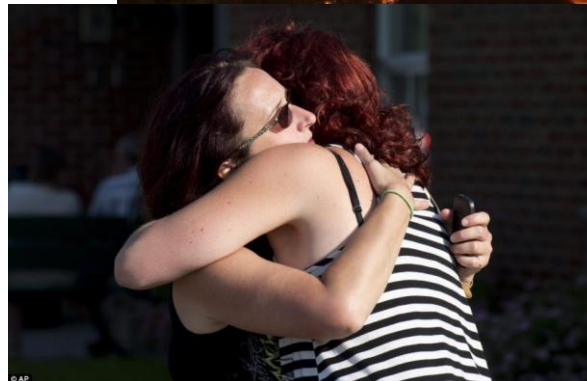
Led by Police  
supported by TDC,  
P&T Councils

Single point / place of  
contact for family and  
friends of survivors yet  
to be re-united,  
missing, injured,  
deceased.

May need faith  
provision



Lac Megantic,  
Canada,  
July 2013



# Opening these facilities is complex:

- **Registration – Who is in your centre?**
- **Sharing the information – Police and TDC need to know**
- **Risk Assessment – Dynamic**
- **Supporting organisations:**
  - **British Red Cross**
  - **Crisis Support Team for Essex**
  - **Salvation Army**
- **Security – media access??**
- **Health provision**
- **Homelessness Services**
- **Adult Social care**
- **Family Operations / Children's Services**
- **Provision for pets?**
- **Departure – when did they leave? where did they go?**

# Documentation required:

- Registration Form
- Departure Form
- Special Needs Form
- Pet Registration Form
- Composite List

LOCATION					
REG No.	NAME	ADDRESS	SEX		DATE BIR
			M	F	

DATE: \_\_\_/\_\_\_/\_\_\_ **Pet Registration Form**  
**1 form per pet**  
PLEASE WRITE IN BLOCK CAPITALS

OWNERS NAME IS: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ POST CODE: \_\_\_\_\_  
 TEL: \_\_\_\_\_ DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_

PET NAME: \_\_\_\_\_

INDICATE TYPE OF PET:  
 Dog  Cat  Rabbit  Guinea Pig   
 Bird  Hamster  Gerbil  Ferret   
 Other  Details: \_\_\_\_\_

DESCRIPTION OF PET: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_ **SPECIAL NEEDS FORM**  
PLEASE WRITE IN BLOCK CAPITALS

FULL NAME IS: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ POST CODE: \_\_\_\_\_  
 TEL: \_\_\_\_\_ DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_

PLEASE TICK THE APPROPRIATE BOXES:  
 MALE  FEMALE

TYPE OF NEED:  
 DIETARY  PHYSICAL  COUNSELLING   
 MEDICAL  FINANCIAL  OTHER

Brief Details of Need:  
 \_\_\_\_\_  
 \_\_\_\_\_

Recorded By: \_\_\_\_\_ Time \_\_\_:\_\_\_hrs.  
 \_\_\_\_\_

**ACTION RECORD**  
 Passed To: \_\_\_\_\_ Time \_\_\_:\_\_\_hrs.  
 Action Taken: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Needs Met: YES  NO  Time: \_\_\_:\_\_\_hrs.  
 Further action WILL / WILL NOT be needed. If "WILL" specify:  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ **REGISTRATION FORM** SER.NO: \_\_\_\_\_  
PLEASE WRITE IN BLOCK CAPITALS

SURNAME \_\_\_\_\_  
 FIRST NAMES: \_\_\_\_\_  
 MY FULL ADDRESS IS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

MY DATE OF BIRTH IS: \_\_\_/\_\_\_/\_\_\_

PLEASE TICK: MALE [ ] FEMALE [ ] SPECIAL NEI

DATE \_\_\_/\_\_\_/\_\_\_ **DEPARTURE FORM** SER. NO. [ ]  
PLEASE WRITE IN BLOCK CAPITALS

I AM LEAVING THIS REST CENTRE AND:  
 (A) RETURNING TO MY HOME ADDRESS   
 (B) GOING TO ANOTHER DESTINATION:

NAME OF CONTACT: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

TEL No: \_\_\_\_\_

# Documentation required:

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- **Blank Templates of these documents should be added as Annexes to your Generic Emergency Plan.**

# Emergency Assistance Centres

- **Humanitarian Assistance Centre**

Led by TDC  
supported by P&T  
Councils and Voluntary  
Sector

Real or Virtual

Single point for contact  
for all issues /  
information

Vital to recovery Phase





# **Reminder of the Emergency Response Process**

**Damian Williams  
Catherine Boyer-Besant**



# Why is contacting CARELINE (24/7) so important?

1. Call to TDC CARELINE by reporting organisation / individual
2. TDC CARELINE call TDC First Call Officer (FCO)
3. TDC FCO contacts initial caller to confirm information
4. TDC FCO contacts a TDC GOLD Officer (Chief Exec / Department Director/s)
5. Course of action agreed, and commenced -
  - Callout of TDC staff to open:
    - District Emergency Response Centre / Rest Centre/s
    - Act as Liaison Officer at other venue / Activate Specialist Officers
    - Other External Liaison P&T Councils / Caravan Parks etc

# REMINDERS:

- Submit your Emergency Points of Contact:
  - Emergency Co-ordinator landline and mobile
  - 1<sup>st</sup> Alternate – land line and mobile
  - 2<sup>nd</sup> Alternate – land line and mobile
- Continue development of your plans, we are happy to help you!

## If in doubt, contact us.

- If your Council is concerned about the potential for a developing situation, or you require information on **routine matters** call :

Catherine 01255 686971 or

Damian 01255 686319 or

email: [eplanning@tendringdc.gov.uk](mailto:eplanning@tendringdc.gov.uk)

- If your Council has an **Emergency** call

**TDC CARELINE 01255 222022 : 24 / 7 / 365**

When reporting an emergency **DO NOT** try to contact  
Damian or Catherine

# Next Meetings at Weeley Council Chamber

- 6pm **Wednesday 3rd December**  
Winter Surgery
- 6pm **Tuesday 30<sup>th</sup> December**  
DERC Familiarisation